



TENANT IMPROVEMENT PERMITS IN NEW/REMODELED SHELL BUILDINGS

In new shell buildings (or existing buildings with landlord/market-ready improvements) where construction permits are active, tenant improvement plans can be submitted for review at any time. However, the tenant improvement permit will not be issued until the building shell permit (or landlord/market-ready improvement) is substantially complete, which includes, but may not be limited to, the following:

- Electric meter release provided and meters installed;
- Gas meter release provided and meters installed;
- Restroom core is complete;
- Stair enclosures complete;
- Fire underground permit is complete;
- Fire alarm installed and monitored; and
- Fire sprinklers are complete.

Additionally, the following documents shall be provided as part of the tenant improvement plans prior to issuance of the tenant improvement permit:

- Confirmation letters provided from the special inspection agency, engineer or record, and LEED AP;
- Letter from the property owner (or their contractor) verifying approval that the tenant improvements may begin; and
- Letter from the tenant stating they understand no occupancy will be allowed until the building shell permit (or landlord/market-ready improvement) is finalised.

If a project applicant believes that unusual circumstances exist presenting an unreasonable hardship to meet the requirements above, the applicant may apply for an exemption. In applying for an exemption, the burden is on the applicant to show significant hardship. Acceptance or denial of an exemption is at the discretion of the Chief Building Official.